

Eastern Canada and The Caribbean District of Kiwanis International

2022-2023 - ECC Planning Meeting October 28-29, 2022



Friday October 28 2022



Saturday October 29 2022



Best Western Plus Toronto Airport Hotel, 5825 Dixie Road, Mississauga, Ontario
L4W 4V7 Phone: 905-670-8180

Content

- [Attendance](#)
- [Agenda](#)
- [Minutes](#)

Attendance

Member	RSVP	Attendance
Harley Bloom		
Mark Brewer	yes	✓
L. Sandra Butler	yes	✓
Jean Claude Calixte	yes	✓
John Chave		✓
Jim Garey	yes	✓
Anthony Haile		✓
Roger Hamel	yes	✓
Griffith Joseph	no	
Dwight Lawrence		✓
Kermitt McGann		✓
Terry McLaren	yes	✓
HUGH REID	yes	✓
Vincent Salembier	yes	
Jim Scott	yes	✓
Jim Steele	yes	✓
Pam Rodney White		✓

Agenda

1 Session 1 District Trustee Planning 2021-2022

- 1.1 **Welcome - Governor Anthony** ANTHONY HAILE
- 1.2 **Introduction - Who am I?** ANTHONY HAILE
- Kiwanis History
 - Business background
 - Family ties
 - How I can make a difference
- 1.3 **Ground rules for our meeting – Governor Anthony** ANTHONY HAILE
- Be respectful
 - Be clear
 - No question is a bad question
 - Be on time
 - Be Prepared
- 1.4 **District Strategic Plan – Governor Anthony – DST Jim** JIM STEELE
ANTHONY HAILE
- **Why?**
 - **What does it do**
 - **How do I use it**
 - **Who developed it**
 - **Is it still relevant**
 - **What would you add or change**
- 1.5 **Governor’s Goals & Expectations of Trustees** ANTHONY HAILE
- Why are these needed
 - How do I measure them
- 1.6 **Role of Trustee Board** JIM STEELE
- What is my role
 - What should I care about
 - How do I make a difference
 - What is my relationship with the clubs, LG and other committees
 - What is my budget
 - Why not Face to face in May?

- Elections for trustee

1.7 **Regions Division & Clubs**

JIM STEELE
ANTHONY HAILE

An exercise to illustrate the distribution of clubs, Divisions LGs and Trustees

1.8 **Boardable – how do I use it. - live demo**

JIM STEELE

- People
- Meetings
- Documents
- Agenda
- Minutes
- Notice

2 **Saturday October 29, 2022 8 a.m.**

2.1 **Distinguished Program, Signature Project Contest**

ANTHONY HAILE

Interpretation of the rules

Definition will be challenged at committee level

Club submission may be rejected.

2.2 **Communications - all**

- Methods of communication
- Are there too many emails
- Improving the experience
- Should we have a communication day?
- Translation

ZOOM

2.3 **How the Trustee will track the clubs in their Region**

JIM STEELE

- Financial
- Membership
- Reporting

2.4 **Convention – discussion**

- What works
- What should change
- Cost too high

- Pay Host
- Evaluation of program
- Future Locations

2.5 **District Training – discussion**

- Board
- Officers
- Chairs
- LGs
- Clubs
- Advise about forums
-

2.6 **Impact – Meaningful Service**

SLP direction –

- What is our role
- How does it work
- Do we spend enough money

2.7 **Inspiration -Member & Engagement**

Membership and Engagement

Club Building – Governor Anthony

- New club openers
- Team recruiting

Club renewal – Governor Anthony

- Club Coaches
- Where are they
- What do they do

New member/club incentive

KFC incentive

2.8 **IMAGE District Publications**

JIM STEELE

Newsletter – suggestions? – All

- Do we need one
- How often
- What should it look like

Website – discussion? – All –

- Do we need one
- How often
- What should it look like

Social Media – All

- Do we need it.
- What goes on it

2.9 **PR Committee**

ANTHONY HAILE

- Do we need one
- How often
- What should it look like

2.10 **Investment – Financial viability**

JIM STEELE
KERRITT MCGANN

- District Reserves? - Kerritt
- Dues - increase?
- Non- dues revenue?
- Subsidy, Funding – all
- Notice from Ki
- New member/Club incentive

2.11 **Trustee Committee Assignments**

ANTHONY HAILE

- What committee do you want to be assigned to

2.12 **Re-align the Regions and Division Clubs**

JIM STEELE
ANTHONY HAILE

who what and when

2.13 **Long Range Planning,**

- Past LG and Past Governor Committee Succession Planning
- Implementation

2.14 **Board Participation - all**

2.15 **District Committee reports**

JIM STEELE
ANTHONY HAILE

- Do we need them
- What should they look like
- Who should produce them
- Who will read them
- Who will react

2.16 **District Office**

ANTHONY HAILE

Review of Operation

New Contract

3 **Board Meeting**

- 3.1 **Adoption of the Governors' Goals for 2022-2023**
- 3.2 **Adoption of the 2022-2023 Budget**
- 3.3 **Approval of SLP Administrators and committee chairs**
- 3.4 **Approval of Meeting timetable, dates 3rd Thursday of month at 6 p.m.**
- 3.5 **Authorization for Governor, Vice Governor and Governor Elect to sign a three-year contract with Service Club Administrators to provide District Office services and appoint Jim Steele as DST for 2022-2023**
- 3.6 **Recommendation that Governor Anthony ask the District PLG committee to work with Vice Governor Pam in finding LGE for 2023-2024 and beyond**
- 3.7 **Authorize the changes in Appendix C of the P&P to increase the reimbursement cost per km by 2 cents to \$.46 and \$0.44. Appendix C changes as attached effective October 1, 2022**
- 3.8 **Signing Authority**

District Signing Officers be any two of the following:

District Secretary-Treasurer, Governor, Governor-elect, Vice Governor, Immediate Past Governor, a member of the Board of Trustees or a District Office staff member, or any other member of the Board of Trustees approved by the Board.

Signing Limit -7.3.9.1

The District Secretary-Treasurer is authorized as the single signing authority for cheques up to a value set by the Board of Trustees from time to time and shown in Appendix C - Schedule of Payment Amounts.

- 3.9 **Other Business**
- 3.10 **Date of next meeting November 17, 2022 6 pm**

3.11 Closing Remarks and Adjournment

Minutes

Session 1 District Trustee Planning 2021-2022

Welcome - Governor Anthony

Introduction - Who am I?

- Kiwanis History
- Business background
- Family ties
- How I can make a difference

Ground rules for our meeting – Governor Anthony

- Be respectful
- Be clear
- No question is a bad question
- Be on time
- Be Prepared

District Strategic Plan – Governor Anthony – DST Jim

- **Why?**
- **What does it do**
- **How do I use it**
- **Who developed it**
- **Is it still relevant**
- **What would you add or change**

The history of the Strategic plan and its relationship with the Kiwanis International plan was reviewed, The meeting agreed that the current strategic plan was still valid. As the meeting progresses the members will ensure the actions set out fit the strategic plan.

Governor's Goals & Expectations of Trustees

- Why are these needed
- How do I measure them

Anthony reviewed his goals and the expectation that all Trustees will participate in accomplishing those goals. A quarterly review of the goals will take place with the board and the Governor. TASK: Governor to review goals with the Board in January April, and July.

Role of Trustee Board

- What is my role
- What should I care about
- How do I make a difference
- What is my relationship with the clubs, LG and other committees
- What is my budget
- Why not Face to face in May?
- Elections for trustee

A discussion took place regarding the role of the Trustee. It was agreed that the Trustee was responsible for four areas

(1) Governance, the bylaws, policy and procedures. The chair will be expected to report quarterly.

(2) Finance, the board is responsible for all income and expenditures. As well the proper retention of sufficient reserves for emergency and cash flow. The Finance chair will report monthly on these items.

(3) Membership, retention and growth. Since the income for the District is based on membership the Board will monitor the results achieved by the Membership and Growth Committee. The chair will report quarterly. A structured template will be developed to ensure the board has all of the relevant numbers for growth and retention.

(4) District Convention, the board has the responsibility for the organization and finances of the District Convention. The Board has empowered the District Convention Committee to organize a convention location, program and budget.

Regions Division & Clubs

An exercise to illustrate the distribution of clubs, Divisions LGs and Trustees

An exercise to redesign the District into Regions and Divisions produced some very interesting results. These will be shared with the adhoc committee to be created by the Governor.

Boardable – how do I use it. - live demo

- People
- Meetings
- Documents
- Agenda
- Minutes
- Notice

Boardable was reviewed and the access to all Board documentation explained

Saturday October 29, 2022 8 a.m.

Distinguished Program, Signature Project Contest

Interpretation of the rules

Definition will be challenged at committee level

Club submission may be rejected.

The Distinguished Program was reviewed. It was determined that the entry to the Signature Contest would be subject to the Signature Project Committee and the clubs would be advised of the criteria for entry. Further discussion on the payment of the LG fee should be part of the Distinguished program,

Communications - all

- Methods of communication
- Are there too many emails
- Improving the experience
- Should we have a communication day?
- Translation

ZOOM

It was agreed that too many emails are being sent to the LG and Clubs. No resolution was agreed upon. The District Office will review the current policy and suggest revisions.

How the Trustee will track the clubs in their Region

- Financial
- Membership
- Reporting

A demonstration was made of how each Trustee can use Kiwanis Connect to track membership and financial information for each club. The Trustee should be aware of these numbers and any issues prior to each meeting.

Convention – discussion

- What works
- What should change
- Cost too high
- Pay Host
- Evaluation of program
- Future Locations

It was generally agreed that the District Conventions are functioning well and only minor changes should be considered. The Board will ask the Convention Committee to report quarterly and specifically about any changes contemplated for the next two conventions. The cost of convention, travel and accommodation was discussed. and the wish was to keep these costs as low as possible.

District Training – discussion

- Board
- Officers
- Chairs
- LGs
- Clubs
- Advise about forums
-

It was agreed that the training of club officers and LG is well organized. The positions of Vice Governor and District Trustee have no formal KI modules. The District Office will bring this to the attention of KI.

Impact – Meaningful Service

SLP direction –

- What is our role
- How does it work
- Do we spend enough money

It was noted that the District only has responsibility for the finances of the District Administrators. Budgets and spending are expected each quarter. The Governor-Elect will report to the Board the status of each SLP District in the month following the end of the quarter. Failure to provide the reports could result in the suspension of the DA. All DA are to be encouraged to reach out to the SLP LGs for leads to new SLP clubs.

Inspiration -Member & Engagement

Membership and Engagement

Club Building – Governor Anthony

- New club openers
- Team recruiting

Club renewal – Governor Anthony

- Club Coaches
- Where are they
- What do they do

New member/club incentive

KFC incentive

The extensive plan provided by the Member and Engagement committee was reviewed. The number of new clubs was noted. The board would like to be advised of the locations and actions around below charter strength clubs. It was noted that there are many club coaches but no clear understanding of the role and assignment process for these coaches.

IMAGE District Publications

Newsletter – suggestions? – All

- Do we need one
- How often
- What should it look like

Website – discussion? – All –

- Do we need one
- How often
- What should it look like

Social Media – All

- Do we need it.
- What goes on it

There was discussion about the newsletter, content and publishing frequency. Governor Anthony is to reach out to the editor and discuss with her these concerns.

Discussion around Facebook and Twitter did not result in any specific actions. It was agreed we would ask for volunteers to assist with the posting but are not sure where the content will come from

PR Committee

- Do we need one
- How often
- What should it look like

A PR Committee chair will be sought by advertising the position. The Governor has an individual he will approach.

Investment – Financial viability

- District Reserves? - Kermitt
- Dues - increase?
- Non- dues revenue?
- Subsidy, Funding – all
- Notice from Ki
- New member/Club incentive

Discussion around the budget, incentive funding, Dues rebate and the proposed increase took place. The board may propose an amendment on the floor of the International Convention once it has received the written proposal of a dues adjustment.

Trustee Committee Assignments

- What committee do you want to be assigned to

Trustees were encouraged to assign themselves to a District Committee

Re-align the Regions and Division Clubs

who what and when

The Governor is to create an adhoc committee to prepare a re-division/region plan, seek consultation and report to the Board no later than March 2023.

Long Range Planning,

- Past LG and Past Governor Committee Succession Planning
- Implementation

It was agreed that the District Long Range Planning Committee will be chaired by the Vice-Governor. The committee will identify any new policies in the past three years that have not been implemented and begin the implementation

Board Participation - all

All members of the Board agreed to come to the meeting prepared by having read the documentation and prepared their questions.

District Committee reports

- Do we need them
- What should they look like
- Who should produce them
- Who will read them
- Who will react

It was agreed that each committee should report at least quarterly. Some committees will report at each meeting. The Governor and District office will ensure a template for reporting is created.

District Office

Review of Operation

New Contract

The operation of the District Office was reviewed. No changes were recommended for the operation. The compensation is to be increased by \$1600 plus taxes. It was agreed the Governor, Governor Elect and Vice Governor could sign the contract.

Board Meeting

A board meeting was held commencing at 3 pm with a quorum present

Adoption of the Governors' Goals for 2022-2023

MOTION: The District Governor's Goals for 2022-2023 are approved and endorsed by the Board. Jim S/Sandra

Adoption of the 2022-2023 Budget

MOTION: The 2022-2023 Budget is approved as presented. Leighton/Terry

Approval of SLP Administrators and committee chairs

MOTION: the SLP District Administrators for 2023-2024 are approved.

Mark/Sandra

Approval of Meeting timetable, dates 3rd Thursday of month at 6 p.m.

MOTION: The meeting timetable attached is approved. It is noted that circumstances may cause meetings to be added, deleted or changed. Pam/John

Authorization for Governor, Vice Governor and Governor Elect to sign a three-year contract with Service Club Administrators to provide District Office services and appoint Jim Steele as DST for 2022-2023

MOTION: The Governor, Governor Elect and Vice Governor are authorized to sign the agreement with Service Club Administrators and James Steele. Roger/Mark

Recommendation that Governor Anthony ask the District PLG committee to work with Vice Governor Pam in finding LGE for 2023-2024 and beyond

TASK: Governor Anthony is requested to speak to the chair of the Past LG committee requesting them to work with Vice Governor Pam to ensure an LGE 2023-24 is elected in each Division. Dwight/Leighton

Authorize the changes in Appendix C of the P&P to increase the reimbursement cost per km by 2 cents to \$.46 and \$.44. Appendix C changes as attached effective October 1, 2022

MOTION: The changes in Appendix C are approved. Sandra/Pam

Signing Authority

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Signing Limit -7.3.9.1

The District Secretary-Treasurer is authorized as the single signing authority for cheques up to a value set by the Board of Trustees from time to time and shown in Appendix C - Schedule of Payment Amounts.

MOTION: The Board reaffirms the signing authority will be as stated in the policy manual Mark/Roger

Other Business

The contract between Service Club Administrators and the District be amended to reflect an increase of \$1600 plus taxes and the budget be adjusted according with the money be shown as coming from current or previous surplus.

Date of next meeting November 17, 2022 6 pm

Closing Remarks and Adjournment

Meeting adjourned at 3:50 pm